**CITI Registration Instructions for New Users**

Please read all instructions while registering on the CITI Training website.

1. Go to www.citiprogram.org to begin the registration process.

2. On the Welcome page, go to **New Users** **Register Here**

   and click on "Register Here" to begin Course Registration

3. Complete steps 1 - 4 on the first registration page
   a. Step 1: Affiliate with a 'Participating Institution' or 'Veterans Affairs'

      If any animal work is conducted in the BVAMC or funded by the BVAMC, please affiliate with the Baltimore VAMC. Under the '*Veterans Affairs*' drop down menu, select Baltimore.

      OTHERWISE, please affiliate with the 'University of Maryland Baltimore'. Under the '*Participating Institutions*' drop down menu, select the **University of Maryland Baltimore.**

   b. Steps 2-4: Complete the requested information accordingly and click 'Submit' to advance to the next registration page.

4. The next registration page requests specific user information. Please complete all required fields and click 'Submit' to go to the next registration page.

5. The third registration page is for curriculum selection. This page differs depending upon which institution you affiliated with.

   BALTIMORE VAMC: Please complete items 1-5 and click "Submit" to go to the final registration page.

   UNIVERSITY OF MARYLAND BALTIMORE: Please complete items 1, 3, 4, & 5 and click "Submit" to go to the final registration page.

6. The final registration page permits you to affiliate with another institution. Please click 'No' to complete the registration. At this point you will be taken to the 'Learner's Menu' page. A list of your selected courses should appear, to begin taking a course, click 'Enter' under the 'Status' column.

   NOTE: The system automatically saves and records your progress; therefore, it is not necessary to complete all courses in one sitting.

If you have any questions concerning the registration process, please contact the Office of Animal Welfare Assurance by phone (6-7859 or 6-4365) or via email (iacuc@som.umaryland.edu).